

CHAPTER 33-04-02

DUTIES OF THE LOCAL REGISTRARS

Section

33-04-02-01

Duties

33-04-02-02

Absence, Illness, or Disability of the Local Registrar

33-04-02-01. Duties. Each local registrar shall serve as the agent of the state registrar in the local registrar's registration district (county) and shall:

1. Maintain an adequate supply of all forms and blanks furnished by the state registrar and supply these to such persons as require them.
2. Notify the person responsible for filing when any certificate submitted for registration is unacceptable and secure a complete and correct certificate.
3. Sign each certificate of birth, death, and fetal death and enter the date received by the registrar.
4. Complete a transmittal form to accompany each shipment of certificates to the state registrar.
5. At the registrar's discretion, appoint suitable and proper persons as subregistrars for portions of the registration district as the registrar shall deem necessary and appropriate. Such appointment may be made pursuant to proper written application. The local registrar shall notify the applicant and the state registrar of such appointment and the area appointed for in written fashion.
6. Perform such other duties as may be required by the state registrar.

General Authority: NDCC 23-02.1-04, 28-32-02

Law Implemented: NDCC 23-02.1-04

33-04-02-02. Absence, illness, or disability of the local registrar. The local registrar shall notify the deputy local registrar of the registrar's absence or incapacity to perform the registrar's duties. The deputy local registrar shall thereupon assume immediately the duties and responsibilities of the local registrar. In any case of extended absence, the state registrar shall be notified in writing by the local registrar or deputy local registrar.

General Authority: NDCC 23-02.1-04, 28-32-02

Law Implemented: NDCC 23-02.1-04